



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JULY 6, 2011**

1. The meeting was called to order at 5:08 p.m. by Board Vice President Peter Horikoshi
2. **ROLL CALL:** Vice President Peter Horikoshi, Member Dean Batchelor, Member Linda McHugh, and Executive Secretary Karen Willis.

ABSENT: President Avonnet Peeler and Member Jose Villafior

STAFF PRESENT: Jill Kovacs, Senior Management Analyst and Margaret Kavanaugh-Lynch, Planning Services Manager
3. **MINUTES:** The minutes of the regular meeting of April 6, 2011 were presented for Board approval. Board Member Linda McHugh moved that the minutes be accepted. Member Batchelor seconded and the motion passed 3-0.
4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF APRIL, MAY, JUNE 2011.

4-A. ELIGIBLE LISTS ESTABLISHED

<u>JOB CLASSIFICATION</u>	<u>DATE ESTABLISHED</u>	<u>EXAM NO.</u>
Jailer	05/09/2011	2011-09
Journey Lineworker	06/01/2011	2010-37
Meter Reader Collector	03/31/2011	2011-08
Planner I	05/04/2011	2011-12
Police Captain	06/29/2011	2011-19PR
Police Officer (Lateral)	04/27/2011	2011-03
Police Officer (Academy Attendee/Grad)	04/20/2011	2011-04
Police Sergeant	05/10/2011	2011-11PR
Public Safety Dispatcher	04/04/2011	2011-02
Public Works Supervisor	03/18/2011	2011-10PR
Service Lineworker	04/21/2011	2011-13PR
Stock Clerk	04/05/2011	2011-07

4-B. ELIGIBLE LISTS EXTENDED

4-C. ELIGIBLE LISTS EXPIRED/CANCELLED/EXHAUSTED

4-D. LIST OF SPECIFICATIONS
Existing Classification Specification Revision:
Planner I
Planner II

Member Batchelor asked that item 4-D be removed from the Consent Calendar and moved approval of the remainder of the Consent Calendar. Member McHugh seconded the motion which passed 3 - 0.

Member Batchelor asked why the requirement for a California Drivers' License was permissive for the classifications of Planner I and Planner II. Ms. Kovacs responded that not all positions in these classifications will be required to drive and leaving it this way provides the City more flexibility. Member Batchelor stated that he understood the Planner I may only be at the counter, but that he thought the Planner II would be required to go out in the field and would need the license. Ms. Kovacs explained that this was generally true; however the City has traditionally used this language for flexibility as not all the Planner II's will work in the field. Executive Secretary Willis stated that if we were a larger organization, we could have the more restrictive language. However, because we are small, we would like to have the flexibility to utilize Planner I or Planner II classifications for field work as needed. Member Batchelor stated that he understood the rationale and was fine with the language as written.

Linda McHugh moved to accept the Planner I and Planner II classification revisions. Member Batchelor seconded the motion which passed 3 - 0.

5. **REGULAR AGENDA ITEMS**

5-A. Activity Report – Period of March 1, 2011 through May 31, 2011

Executive Secretary Willis pointed out to the Board that the report is formatted differently than it has been in the past due to an issue placing it on the Website. She stated that in the future, we would add page numbers to the packet for ease in discussions.

Vice President Horikoshi asked about the separations on the report. Ms. Kovacs responded that two firefighter positions were SAFER grant positions that left to take regular positions with the County, the Office Assistant was released from probation, and the Maintenance Worker II and the Apprentice Lineworker were terminated. The Public Works Supervisor (Ferry Manager) resigned to take a position with the State due to the transfer of ferry operations, and the Risk Manager resigned to take a position with the City of Vallejo. Member McHugh asked if these positions would be filled. Ms. Kovacs responded that the City is required to fill the SAFER positions and Vice President Horikoshi noted that this had already been done according to the report. Ms. Kovacs also pointed out that the Office Assistant was filled through a transfer and the Maintenance Worker II will be filled through lay-off. The Community Development Program Manager was reconsidering his resignation and wishing to return. This would create an issue for the City as he did not have Civil Service standing and is no longer on the list. This is still under consideration and may have to be brought back to the Board.

5-B. Reclassifications – From Planner I to Planner II

Executive Secretary Willis stated that the Board is being asked to consider a request for the reclassification of two Planner I's to Planner II's. She stated that the employees in these positions have been serving as Planner I's for over one year and, in accordance with Article IX - Section 2 of the Civil Service Rules, if this reclassification is approved the incumbents would not

have to go through a competitive process to be moved to the Planner II classification. Executive Secretary Willis pointed out that these requests to the Board are unusual. Margaret Kavanaugh-Lynch, Planning Services Manager gave some of the history surrounding these employees taking on this higher level of responsibility prior to her arrival at the City. She stated that this level of work is necessary for the department. Member McHugh asked if they had taken on the extra responsibilities after the last downsizing was conducted. Ms. Kovacs stated that once the work picked up after the reduction in force these employees began performing journey level work which is commensurate with the Planner II classification. Member McHugh asked if the Planner I vacancies would be filled. Executive Secretary Willis stated that those positions are just replacing the Planner I positions and there is no change in the number of positions. Member Batchelor asked about the compensation of these positions. Executive Secretary Willis stated that these employees have been receiving a temporary pay increase for this work, but the City would like to have the employees placed in the appropriate classification.

Member McHugh moved to approve the reclassification request. Member Batchelor seconded the motion which passed 3 – 0.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There was no one present from the public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Vice President Horikoshi asked how employees were feeling with the cuts. Executive Secretary Willis responded that employees were generally stressed due to the current layoffs, that notices were going out the next day, and that approximately 10 employees would be laid off depending on how many employees exercised their bumping rights. She further explained that laid off employees would receive approximately two weeks Pay-in-Lieu, \$5,000 to help offset health costs, first right of refusal for two years to formerly held classifications, the right to apply for internal recruitments for one year, and an additional three months of Employee Assistance Plan coverage for themselves and their families.

Member McHugh asked if staff had a sense of how the bumping would go. Executive Secretary Willis responded that staff knows what the impact of the bumping will be if everyone exercises their bumping rights. However, in the past one person did not exercise her bumping rights. She wound up retaining a position with the City and is now in a situation where she is being bumped again. She again has the right to bump to another position, but we understand that she will again, not be exercising her bumping rights.

Vice President Horikoshi asked if the impacted people are aware that they will be laid off. Executive Secretary Willis responded that position information was included in the preliminary budget so people have a heads up on the matter. Bargaining unit and individual notifications will be concluded at the end of the month.

Vice President Horikoshi asked about recently negotiated union contracts. Executive Secretary Willis responded that there is no salary increase in the IAFF contract, and that it includes a 2% employee cost share provision towards the City's PERS contribution. The City will still need to wait for the Fire Management group before we can proceed with a contract amendment with PERS for this Cost Sharing. Also, the Police groups are considering the same provision in their respective contracts. Once these are completed, the City will seek the PERS contract amendment which is quite an extensive process and could take up to six months to complete. Executive Secretary Willis explained that the miscellaneous bargaining groups had asked for contract extensions through December 2011. She also stated that the department directors had

agreed to a 5% reduction in their overall compensation through cost sharing, furloughs and the suspension of 1% employer contribution to deferred compensation. The City is hopeful the other bargaining units will agree to some cost sharing in the future as well.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

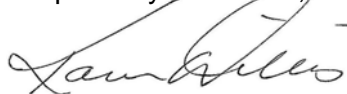
Executive Secretary Willis reminded the Board of the special hearing on July 28, 2011. She handed out the procedures used the last time the Board conducted one of these hearings and explained that the Board would have legal counsel to advise them during the process. She stated that it has been several years since a hearing has been conducted and that the Board would receive a briefing before the hearing at 6:30 p.m. The hearing is scheduled as a closed session and will be in Conference Room 360. The appellant has the option of having the hearing in an open session. Some discussion ensued on the process and the fact that a court reporter would be used for the hearing and whether or not the Board would receive anything in advance of the hearing.

Vice President Horikoshi stated that he and Member McHugh were reappointed to the Board in action taken at last night's City Council meeting.

There was discussion that the next meeting of the Civil Service Board will be held on Wednesday, October 12, 2011 beginning at 5:00 p.m due to the fact that Executive Secretary Willis will be on vacation the first week in October.

9. Vice President Horikoshi asked for a motion to adjourn the meeting. Board Member McHugh moved to adjourn and Member Batchelor seconded the motion. The motion passed 3-0 and the meeting was adjourned by Vice President Horikoshi at 6:03 p.m.

Respectfully submitted,



Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board